

## GUIDANCE ON EMPLOYEE ID CARD APPLICANT CRIMINAL HISTORY RECORD CHECKS

The Cannabis Control Board requires that all Employee ID Card applicants submit to a criminal history record check in order to supply a description of any criminal action against them. The Board requires a record check for **Vermont, other states, and federal convictions.**

*This requirement applies to all initial applications and will then be required every other year upon renewal.*

**Applicants are responsible for requesting and obtaining their own record checks and submitting them to the Board for review. The CCB will send an electronic notification with instructions once the application is received.**

### State of Vermont Records:

To request criminal conviction records from within the State of Vermont, **please visit the Vermont Crime Information Center's Criminal Convictions Records website:**

<https://secure.vermont.gov/DPS/criminalrecords/>

To obtain your records, you will need:

- The name and date of birth of the person for whom you want the criminal conviction record
- A valid payment method (conviction history records cost \$30 per request)

Results are returned instantaneously, giving you the ability to view, save, and print the record immediately. Please submit the record directly to the Cannabis Control Board through your application portal.

### Federal and Other State Records:

**Go to the FBI Identity History Summary Checks webpage,**

<https://www.fbi.gov/services/cjis/identity-history-summary-checks> to access the steps required to request a criminal history report. Requests can be filed either electronically or via postal mail. Both options are explained on the FBI website.

**Acquire Fingerprints:** You are required to submit fingerprints to the FBI. You can have your fingerprints taken at any local, county, or state law enforcement agency. The FBI fingerprinting card (FD-258) is available for download from the FBI website (<https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>), though the law enforcement agency may have these forms available. Your fingerprint card should accompany your criminal history report request to the FBI. If you have any questions or concerns on the specifics of fingerprinting or the forms to be used, the Board suggests asking your local law enforcement agency or reaching out to the FBI directly. An applicant can also use third party fingerprinting services in Vermont.



**CANNABIS CONTROL BOARD**  
**89 Main Street Montpelier, VT 05602 | [ccb.vermont.gov](http://ccb.vermont.gov)**

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**The criminal history report requests submitted to the FBI must include the applicant Information Form, the fingerprint card, and the appropriate payment (\$18) to the FBI** (all steps for either electronic or paper submissions can be found on the FBI website: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>). Processing times vary, and rough estimates can be found on the FBI website.

Once the criminal history report is received by the applicant, it can be uploaded to your Employee ID Card application in your portal, or emailed to the CCB at [CCB.Applications@vermont.gov](mailto:CCB.Applications@vermont.gov)

If you have questions about obtaining a criminal history report or acquiring fingerprints, please refer to the Frequently Asked Questions on the FBI website (<https://www.fbi.gov/services/cjis/identity-history-summary-checks>) or contact the FBI directly.